

3478 Mundy Avenue  
Swartz Creek, MI 48473  
810.655.3893



Received: \_\_\_\_\_

Case No. \_\_\_\_\_

**PRELIMINARY APPLICATION FOR SITE PLAN or SPECIAL LAND USE REVIEW**

**Location of Property** \_\_\_\_\_

**Parcel No.** \_\_\_\_\_

**Type of Development** \_\_\_\_\_

**Meeting Date** \_\_\_\_\_

**Property Owner Information**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Applicant Information**

Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

**If the applicant is any person or entity other than the property owner, documentation of the owner's consent must be submitted at the time of application.**

**\*THE APPLICANT IS RESPONSIBLE FOR ALL FEES AND EXPENSES INCURRED ON BEHALF OF THIS APPLICATION.**

**All above statements are true to the best of my knowledge and permission is hereby granted to give authority to any representative of the township to go on or about the property.**

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

**\*PLEASE SEE ATTACHED FEE INFORMATION AND MEETING/DEADLINE SCHEDULE**

**ALL PROCEEDINGS ARE SUBJECT TO THE PLANNING COMMISSION PROCEDURAL RULES.  
Incomplete applications will NOT be accepted.**

## **APPLICATION FEES**

Escrow Deposit	\$1,000.00 (required with <b>any</b> submittal)
Site Plan Review Fee	\$400.00 per parcel
Special Land Use Review Fee	\$400.00 per parcel
Special Meeting	\$800.00 per request

Payments of \$500.00 will be required when the balance falls below \$500.00.  
(Resolution No. 04-20 Approved: 10-25-04 and Resolution 05-10 Approved: 05-23-05)

**ALL** expenses and costs incurred by the township will be billed to the escrow account at 112%. (Resolution No. 04-17 Approved: 10-11-04)

## **SUBMITTAL DOCUMENTS**

Fifteen (15) sets of site plans and supporting documentation must be provided at time of application. All submittals shall also be accompanied by a copy in digital format.

## **MEETING / DEADLINE SCHEDULE**

### **APPLICATIONS & FEES ARE DUE BY 4:00 pm**

#### **Meeting dates:**

January 13  
February 10  
March 10  
April 14  
May 12  
June 9  
July 14  
August 11  
September 8  
October 13  
November 10  
December 8  
January 12, 2011

#### **Deadline dates:**

December 15, 2009  
January 12  
February 9  
March 16  
April 13  
May 11  
June 15  
July 13  
August 10  
September 14  
October 12  
November 9  
December 14